



Directorate of Logistics

Installation Transportation Division Fort Buchanan, PR

Personal Property Shipment
Military Group

Central/South America

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PURPOSE

TO PRESENT AN INFORMATION
BRIEFING ON MOVEMENT OF
OUTBOUND HOUSEHOLD GOODS (HHG)
FROM SOUTH & CENTRAL AMERICA
MILGRPS TO SERVICE MEMBER'S NEXT
DUTY STATION







MISSION

PROVIDE DOCUMENTATION SUPPORT FOR **OUTBOUND** PERSONAL PROPERTY SHIPMENTS OF MILITARY PERSONNEL AND DOD CIVILIANS IN CENTRAL & SOUTH AMERICAN MILGRPS.







BASIC PROCEDURES

- 1. IMMEDIATELY UPON RECEVING OF PCS ORDERS CONTACT YOUR TRANSPORTATION REPRESENTATIVE FOR ASSISTANCE
- 2. FORWARD TO FORT BUCHANAN MILGROUP CLERK THE COMPLETED DD1299 (APPLICATION FOR SHIPMENT/STORAGE OF PERSONAL PROPERTY), OFFICIAL ORDERS, COMPLETED DD1252 (US CUSTOMS FORM), AND A COPY OF PASSPORT VIA E-MAIL
- 3. ONCE ITO FORT BUCHANAN RECEIVED THE DOCUMENTS:
 - SHIPMENT AUTHORIZATION IS REQUESTED TO SDDC.
 - UPON SDDC APPROVAL AN INTERNATIONAL GOVERNMENT BILL OF LADING (ITGBL) IS PREPARED
 - DOCUMENTATION IS E-MAILED TO THE COUNTRY TRANSPORTATION REPRESENTATIVE FOR MOVEMENT EXECUTION

SENTINEL OF THE CARIBBEAN





BASIC PROCEDURES CONT'

- A COPY OF THE ITGBL IS SENT TO THE DESTINATION TRANSPORTATION OFFICE FOR TRACKING PURPOSE
- 4. ARRANGE THE PICK UP WITH THE LOCAL AGENT PROVIDED (MAKING SURE THEY DO NOT MOVE SHIPMENT UNTIL AN ITGBL IS ISSUED BY FORT BUCHANAN)
- 5. ORIGIN TRANSPORTATION REPRESENTATIVE MUST PROVIDE A COPY OF THE ITGBL TO THE AGENT AND MEMBER



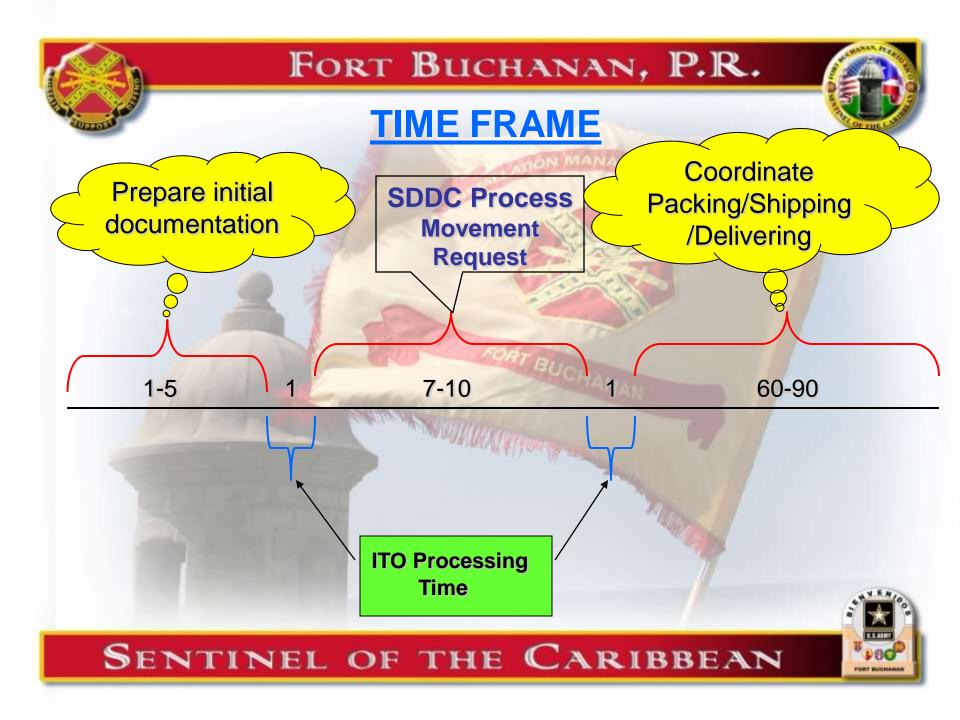




TIME FRAME

- GENERALLY THE MOVEMENT AUTHORIZATION CAN BE OBTAINED IN TWO WEEKS FROM SDDC AND ITGBL'S ARE RETURNED IMMEDIATELY TO THE INDIVIDUAL COUNTRY'S POINT OF CONTACT
- HOUSEHOLD GOODS TAKE ABOUT 60-90 DAYS BY AVERAGE TO CONTINENTAL UNITED STATES (CONUS)
- UNACCOMPANIED BAGGAGE COMMERCIAL AIR TAKES APROXIMATELY 30 DAYS. MIL AIR MAY TAKE LONGER









LESSONS LEARNED

DELAYS OCCUR WHEN:

- UNAUTHORIZED ENTITLEMENTS ARE PUBLISHED IN THE ORDERS. MISSING TAC CODE (FUNDING)
- MEMBERS DO NOT ALLOW SUFFICIENT TIME TO PROCESS THEIR TRANSPORTATION REQUEST
- MAKING ARRANGEMENTS OF SHIPMENT WITHOUT PROPER AUTHORIZATION OR ORDERS
- CUSTOM CLEARANCE PROCESS COUNTRY/CONUS







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ENTITLEMENTS WEB LINKS

DEFENSE TRAVEL REGULATION:

http://www.transcom.mil/j5/pt/dtr_part_iv.cfm

JOINT TRAVEL REGULATION (DOD CIVILIANS):

http://perdiem.hqda.pentagon.mil/perdiem/trvlregs.html

JOINT FEDERAL TRAVEL REGULATIONS (DOD SOLDIERS):

http://perdiem.hgda.pentagon.mil/perdiem/trvlregs.html







QUESTIONS

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